

30 June 1981

Classification Review Procedure

CRP 81-10

Supercedes: CRP 79-36

Reference: CRD Memorandum of 28 April 1980;
Subject: Manuscript ReviewReview of Manuscripts

1. The Agency requires all employees and former employees to submit for review non-official writings and oral presentations concerning intelligence matters prior to their publication or presentation. The Publications Review Board (PRB) routinely sends copies of such manuscripts to each of the four directorates and other components as appropriate for review. The DDA has assigned to CRD the responsibility for this activity within the Directorate, excepting the Office of Security which conducts its own specialized review.

2. The PRB has decided that the Agency can request deletion of information from a manuscript only if it meets all three of the following criteria: (a) it is properly classified, (b) it was obtained by the author during the course of Agency employment, and (c) it has not been placed in the public domain by Executive Disclosure. Furthermore, current employees may be denied permission to publish any part of a manuscript or deliver any part of an oral presentation that would reasonably be expected to have an adverse impact on U.S. national security.

3. It should be kept in mind that our primary responsibility in CRD is to protect DDA equities. These relate mainly to organizational, administrative, and functional data. This includes the names and numbers of personnel; the use of cover; the location and description of facilities; financial and budgetary data; unit identifications or designations below designated levels (depending on component); communications security practices;

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and other sensitive activities which deal with the responsibilities involved with housekeeping a large organization. Derogatory comments about the Agency (whether true or false), the accuracy of the content, or the literary worth of the manuscript are not the concerns of CRD.


4. When a manuscript is received, Chief, CRD will assign responsibility for its review to one of the branches. The CRD Secretary will log the manuscript to the branch and will complete the log when the branch chief advises her of the specific reviewing officer assigned the manuscript. When the review is completed,

the reviewer will prepare a draft of the results of his review which he will give to his branch chief, along with the manuscript. The draft should indicate that, from the DDA point of view, with the exception of the Office of Security, the manuscript contains no classified information, contains certain passages which should be deleted, or contains passages which should be reviewed with particular attention by another directorate. Passages to be deleted from the manuscript should be cited by page, paragraph, and line, and reasons should be given for the requested deletions. These reasons should cite the pertinent paragraph number in Executive Order 12065, and should indicate specifically the damage to the national security which will result if the passage is released (see referenced memo).

5. The reviewer should remember that the Director of Information Services (DIS) or his Deputy (DDIS) will have to make the case with the other members of the Publications Review Board (PRB) for any deletions the reviewer recommends. The DIS will have to know the proper context in which the reviewer is recommending deletions. In some cases previous passages and even previous pages may contribute critically to the necessary recommendation. In those cases in which the analyst recommends a deletion, he should be sure that copies of the pages necessary to support the deletion are filed in the memo folder in CRD. He should bring copies of the pages to any meeting held with the DIS or DDIS in preparation for a PRB meeting to discuss the manuscript, and of course, furnish copies to the DIS or DDIS for backup at the PRB meeting. The analyst should not only be prepared to discuss his reasons for the deletions at a preparatory meeting, but also make marginal notes explaining his actions on the manuscript where portions are bracketed for deletion and reference anything he believes would be helpful to the DIS or DDIS to defend the actions taken before the PRB.

6. If a manuscript is exceptionally long and contains numerous deletions requiring the reproducing of large parts of the manuscript, the analyst should check with his branch chief to see if an alternative to so much expensive and time-consuming reproduction may be found. If the assistance of another component is used in making a decision on some portion of the manuscript, we should furnish a courtesy copy of our reply to that component. If we note passages that are the responsibility of another directorate, we should mention it in our reply to the PRB, and send a copy of that reply to the other directorate.

7. Until such time as an on-line system incorporating all Agency document release data is available, we should use in our reply such a phrase as "To the best of our knowledge the information which we request be withheld has not previously been placed in the public domain by official executive release." The branch chief, upon a determination that the findings are in order, will give the draft to the CRD Secretary for final typing on the transmittal sheet which accompanies the manuscript, and for release by Chief, CRD.


Chief, Classification Review Division

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